



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST)**

**\$5,571 - \$7,322**

**INFORMATION TECHNOLOGY DIVISION**

**PROJECT COORDINATION AND ADMINISTRATIVE SUPPORT BUREAU  
SACRAMENTO**

### **RESPONSIBILITIES:**

Under general direction of the Data Processing Manager II, the Senior Information Systems Analyst (Specialist) acts as the project lead to manage the most complex, critical and sensitive enterprise wide information technology (IT) projects undertaken by the Department. The incumbent must effectively manage and provide team leadership in the implementation of technological solutions that meet strategic business needs and possess expert knowledge of information technology trends and practices. Using a high degree of independence and good judgment, the incumbent demonstrates leadership in identifying new business opportunities and technology solutions to improve operational efficiency and service. The incumbent will make technical recommendations to the Deputy Commissioners, Chief Information Officer (CIO), Executive Deputy Commissioners, and Management staff and contribute in the formulation of strategies and policies pertaining to enterprise wide IT projects. Strong interpersonal skills and ability to mentor and coach of staff are required. Effective written, verbal skills and strong customer service are required. Duties may require travel and/or overtime.

This is an internal recruitment and limited to current CDI employees only.

### **DESIRABLE QUALIFICATIONS:**

- Project Implementation and Change Management experience
- Experience working with control agencies
- Experience with business programs such as human resources, budget management, etc.
- Ability to think in an enterprise manner with the knowledge of departmental organization and functions and consider impacts to the department when program planning, managing and making decisions
- Ability to be flexible in response to changing workloads and priorities and work under pressure effectively
- Excellent interpersonal, communication and customer service skills
- Dependable, responsible, positive attitude
- A demonstrated interest in assuming increasing responsibility
- Utilizes sound judgment; loyalty and discretion
- Demonstrated ability to organize, prioritize work, and meet deadlines
- Willingness to accept challenges, handle multiple projects simultaneously

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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### WHO MAY APPLY:

Applications will be accepted from current CDI employees at the Sr. Information Systems Analyst (Spec.) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to **Reginald Justo**, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Senior Information Systems Analyst (Specialist) # 413-106-1337-xxx” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email – [Reginald.Justo@insurance.ca.gov](mailto:Reginald.Justo@insurance.ca.gov)

**FINAL FILING DATE:** Friday, June 6, 2014, Close of Business (5:00p.m.)

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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